



State of Wisconsin \ **DEPARTMENT OF MILITARY AFFAIRS**  
Wisconsin Emergency Management

2400 Wright Street  
P.O. BOX 7865  
MADISON, Wisconsin 53707-7865

**DATE:** June 17, 2009

**TO:** County Emergency Management Directors  
Wisconsin Tribal Emergency Management Alliance  
City of Baraboo  
City of Darlington  
City of Eau Claire  
Village of Elm Grove  
City of Milwaukee  
Village of North Fond du Lac  
City of Sheboygan  
City of Shell Lake  
City of Sun Prairie  
City of Superior  
City of Crandon  
UW-River Falls

**FROM:** Roxanne K. Gray, State Hazard Mitigation Officer  
Wisconsin Division of Emergency Management *RK Gray*

**SUBJECT: 2010 FEMA HAZARD MITIGATION ASSISTANCE PROGRAM GUIDANCE**

- **Pre-Disaster Mitigation (PDM) Program**
- **Repetitive Flood Claims (RFC) Program**
- **Flood Mitigation Assistance (FMA) Program**
- **Severe Repetitive Loss (SRL) Program**
- **Hazard Mitigation Grant (HMGP) Program**

The Federal Emergency Management Agency (FEMA) has released the 2010 Hazard Mitigation Assistance (HMA) Unified Guidance. The organization of the guidance has been changed substantially to further the unified HMA program approach. The reorganization improves the clarity and ease of use of the guidance by presenting information common to all programs in general order of the grant life cycle. HMGP has been incorporated into the unified guidance along with the PDM, FMA, RFC, and SRL programs to consolidate the common requirements for all programs. Then the guidance explains the unique elements of each program in individual sections. Additionally, it provides assistance for Federal, State, Tribal, and local officials on how to apply for HMA funding for a proposed mitigation activity. The guidance can be found at: <http://www.fema.gov/government/grant/hma/index.shtm>. Please forward this information on to your local governments.

This guidance applies to HMGP funds available for disasters declared on or after June 1, 2009. In addition, this guidance is applicable to the Fiscal Year 2010 (FY10) cycle of the PDM, FMA, RFC, and SRL programs. The programs are administered by Wisconsin Emergency Management.

## **APPLICATION CYCLE**

The PDM, FMA, RFC, and SRL application period opens on June 1, 2009. The State's application that includes all subapplications is due to FEMA on December 4, 2009 at 2:00 p.m.

In order for the State to submit the application by the required deadline, Wisconsin Emergency Management will need completed subapplications no later than **September 15, 2009**.

The timelines below are specific for applications for **PDM, FMA, RFC, and SRL**:

- Guidance Release – June 1, 2009;
- Subapplications due to WEM - September 15, 2009;
- State's application due to FEMA – December 4, 2009;
- FEMA Eligibility and Completeness Review – December 4, 2009;
- National Evaluation and National Technical Review – January 2010 to March 2010; and
- Selection for Further Review – March 2010.

The **HMGP** application deadline is associated with each specific Presidential major disaster declaration date and is not part of the annual application period.

## **APPLICATION PROCESS**

Applications for **PDM, FMA, RFC, and SRL** are processed through the eGrants system. The eGrants system encompasses the entire grant application process and provides the means to electronically create, review, and submit a grant application to FEMA via the Internet. Subapplicants can access eGrants at <https://portal.fema.gov>. Subapplicants will need to contact this office to receive a subgrant user access code and register on the site if they aren't previously registered.

After the subgrant submits the e-Grant application this office will review and process the application. Subapplicants will have to provide an original and two copies of any paper supporting documentation that cannot be electronically attached to the e-Grants application.

## **ELIGIBILITY**

All subapplicants to the **PDM, FMA, and SRL** for mitigation projects must have a FEMA-approved hazard mitigation plan by the application deadline and at the time of obligation of grant funds. The **RFC** program does not currently have a requirement for a local hazard mitigation plan. There is no local hazard mitigation plan requirement for any HMA program if the subapplicant is applying for a planning subgrant.

In addition, 44 CFR Part 201.6 requires that an approved plan be reviewed, evaluated, and revised; adopted; and approved by FEMA every five years. Eligible subapplicants may apply to the PDM Program for a planning grant to develop an all hazards mitigation plan or update an existing plan to meet the five-year requirement.

Attached is a list of the approved plans statewide along with the approval dates. **Counties or local governments whose plan may expire within the next two years are strongly encouraged**



**to apply for a planning grant to update a plan.** Information regarding all hazard mitigation planning can be downloaded from FEMA's website at <http://www.fema.gov/plan/mitplanning/index.shtm>.

## **PROGRAM REQUIREMENTS**

If you plan on submitting a subapplication, you must read the guidance. Part III.D outlines the general program requirements applicable to each HMA program.

PART VIII. of the HMA guidance has additional program guidance unique to each program.

PART IX has additional project guidance for unique requirements for certain projects.

Both the Wildfire Mitigation Policy (MRR-2-08-1) and Hazard Mitigation Assistance for Safe Rooms Policy (MRR-2-09-1) have been issued by FEMA and included in this guidance in Part IX B and Part IX C, respectively.

## **SUBMISSION REQUIREMENTS**

While review processes vary somewhat among HMA programs, WEM and FEMA reviews all applications for:

- ◆ Eligibility and completeness;
- ◆ Cost effectiveness;
- ◆ Engineering feasibility and effectiveness; and
- ◆ Environmental and Historic Preservation compliance.

One of the most critical components of the application will be a detailed scope of work (SOW). Part IV H.1 describes what the SOW will include to identify the eligible mitigation activity, as described in Part III D.1; describes what will be accomplished; and explains how the mitigation activity will be implemented. The mitigation activity must be described in sufficient detail in order to verify the cost estimate. All activities for which funding is requested must be identified in the SOW prior to the close of the application period.

FEMA has developed sample SOWs to assist Applicants and subapplicants applying for funding under HMA programs for several project types. Resources for developing SOWs are available from the FEMA Library and are listed in Part X C.8. Project applications not including adequate description and documentation will be less competitive, or removed from consideration.

## **WISCONSIN EMERGENCY MANAGEMENT (WEM) RESOURCES**

Eligible subapplicants are strongly encouraged to apply for mitigation grant funds. Given the considerable work required to complete and process a mitigation application, **subapplicants should contact this office early in the project development stage to determine if the proposed project is eligible and feasible under program guidelines.** Proposed projects must be consistent with the goals and objectives of the State of Wisconsin Hazard Mitigation Plan, and the approved local hazard mitigation plan for the jurisdiction in which the activity is located.

All projects must be cost-effective and will undergo a Benefit Cost Analysis. Credible documentation will be required for the BCA. We hope to hold a Benefit Cost Analysis training later this summer. Those submitting a project subapplication should plan on attending.

WEM will work with subapplicants with eligible and feasible projects to complete the mitigation application and meet program requirements.

Please share this information with the eligible jurisdictions within your county that may be interested in applying for mitigation grant funds.

If you have any questions, need additional information or assistance, please contact me at 608-242-3211; or Lynsey Kawski, Disaster Response and Recovery Planner at 608-242-3222.

Enclosures: FY10 Mitigation Grant Program Fact Sheet  
Plan Status

cc Regional Emergency Management Directors  
Regional Planning Commissions  
Wisconsin Hazard Mitigation Team



# FEMA

# Program Information Mitigation

## Hazard Mitigation Assistance

The Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) programs present a critical opportunity to reduce the risk to individuals and property from natural hazards while simultaneously reducing reliance on Federal disaster funds.

### A COMMON GOAL

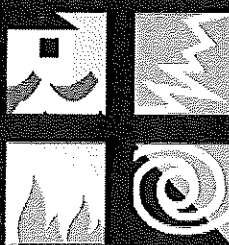
While the statutory origins of the programs differ, all share the common goal of reducing the risk of loss of life and property due to natural hazards.

### FUNDING DISASTER RECOVERY EFFORTS

The Hazard Mitigation Grant Program (HMGP) may provide funds to States, Territories, Indian Tribal governments, local governments, and eligible private non-profits following a Presidential major disaster declaration.



HAZARD MITIGATION ASSISTANCE



## HMA

GRANT PROGRAMS

## The Unified Hazard Mitigation Assistance Grant Programs

### Authorities and Purpose

The Hazard Mitigation Grant Program (HMGP) is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available, when authorized under the Presidential major disaster declaration, in the areas of the State requested by the Governor. The amount of HMGP funding available to the



Applicant is based upon the total Federal assistance to be provided by FEMA for disaster recovery under the major disaster declaration.

The Pre-Disaster Mitigation (PDM) program is authorized by Section 203 of the Stafford Act, 42 U.S.C. 5133. The PDM program is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future major disaster declarations.

The Flood Mitigation Assistance (FMA) program is authorized by Section 1366 of the National Flood Insurance Act of 1968, as amended (NFIA), 42 U.S.C. 4104c, with the goal of reducing or eliminating claims under the National Flood Insurance Program (NFIP).

The Repetitive Flood Claims (RFC) program is authorized by Section 1323 of the NFIA, 42 U.S.C. 4030, with the goal of reducing flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.

The Severe Repetitive Loss (SRL) program is authorized by Section 1361A of the NFIA, 42 U.S.C. 4102A, with the goal of reducing flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest amount of savings to the NFIF in the shortest period of time.



Additional HMA resources, including the HMA Unified Guidance may be accessed at [www.fema.gov/government/grant/hma/index.shtm](http://www.fema.gov/government/grant/hma/index.shtm)



# program comparisons

## Cost Share Requirements

### COST SHARE

In general, HMA funds may be used to pay up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible costs are derived from non-Federal sources.

The table to the right outlines exceptions to the 75 percent Federal and 25 percent non-Federal share.

| Programs  | Mitigation Activity Grant<br>(Percent of Federal/Non-Federal Share) |
|---|---|
| HMGP  | 75/25   |
| PDM   | 75/25   |
| PDM—subgrantee is small impoverished community                    | 90/10   |
| PDM—Tribal grantee is small impoverished community                | 90/10   |
| FMA   | 75/25   |
| FMA—severe repetitive loss property with Repetitive Loss Strategy | 90/10   |
| RFC   | 100/0   |
| SRL   | 75/25   |
| SRL—with Repetitive Loss Strategy                                 | 90/10   |

### ELIGIBLE APPLICANTS AND SUBAPPLICANTS

States, Territories, and Indian Tribal governments are eligible HMA Applicants. Each State, Territory, and Indian Tribal government shall designate one agency to serve as the Applicant for each HMA program.

All interested subapplicants must apply to the Applicant. The table to the left identifies, in general, eligible subapplicants. For specific details regarding eligible subapplicants, refer to 44 CFR Part 206.434(a) for HMGP and 44 CFR Part 206.439.6(a) for FMA and SRL. For HMGP and PDM see 44 CFR Part 206.2(16) for a definition of local governments.

### Eligible Subapplicants

✓ Subapplicant is eligible for program funding

|   | HMGP | PDM | FMA | RFC | SRL |
|---|------|-----|-----|-----|-----|
| State agencies                          | ✓    | ✓   | ✓   | ✓   | ✓   |
| Tribal governments                      | ✓    | ✓   | ✓   | ✓   | ✓   |
| Local governments/communities           | ✓    | ✓   | ✓   | ✓   | ✓   |
| Private non-profit organizations (PNPs) | ✓    |     |     |     |     |

Individuals and businesses are not eligible to apply for HMA funds, however, an eligible subapplicant may apply for funding to mitigate private structures. RFC funds are only available to subapplicants who cannot meet the cost share requirements of the FMA program.

### Available Funding

HMA programs are subject to the availability of appropriation funding or funding based on disaster recovery expenditures, as well as any directive or restriction made with respect to such funds.

HMGP funding depends on federal assistance provided for disaster recovery, while PDM, FMA, RFC, and SRL funding is appropriated annually by Congress.

# program comparisons (continued)

## ELIGIBLE ACTIVITIES

The table to the right summarizes eligible activities that may be funded by HMA programs. Detailed descriptions of these activities are found in the HMA Unified Guidance.



## Eligible Activities

| Eligible Activities  | HMGP | PDM | FMA | RFC | SRL |
|--|------|-----|-----|-----|-----|
| <b>1. Mitigation Projects</b>                                    | ✓    | ✓   | ✓   | ✓   | ✓   |
| Property Acquisition and Structure Demolition or Relocation      | ✓    | ✓   | ✓   | ✓   | ✓   |
| Structure Elevation  | ✓    | ✓   | ✓   | ✓   | ✓   |
| Mitigation Reconstruction  |      |     |     |     | ✓   |
| Dry Floodproofing of Historic Residential Structures             | ✓    | ✓   | ✓   | ✓   | ✓   |
| Dry Floodproofing of Non-residential Structures                  | ✓    | ✓   | ✓   | ✓   |     |
| Minor Localized Flood Reduction Projects                         | ✓    | ✓   | ✓   | ✓   | ✓   |
| Structural Retrofitting of Existing Buildings                    | ✓    | ✓   |     |     |     |
| Non-structural Retrofitting of Existing Buildings and Facilities | ✓    | ✓   |     |     |     |
| Safe Room Construction   | ✓    | ✓   |     |     |     |
| Infrastructure Retrofit  | ✓    | ✓   |     |     |     |
| Soil Stabilization   | ✓    | ✓   |     |     |     |
| Wildfire Mitigation  | ✓    | ✓   |     |     |     |
| Post-disaster Code Enforcement                                   | ✓    |     |     |     |     |
| 5% Initiative Projects   | ✓    |     |     |     |     |
| <b>2. Hazard Mitigation Planning</b>                             | ✓    | ✓   | ✓   |     |     |
| <b>3. Management Costs</b>                                       | ✓    | ✓   | ✓   | ✓   | ✓   |

✓ Mitigation activity is eligible for program funding

## Management Costs

For HMGP only: The Grantee may request 4.89 percent of HMGP allocation for management costs. The Grantee is responsible for determining the amount, if any, of funds that will be passed through to the subgrantee(s) for their management costs.

Applicants for PDM, FMA, RFC, or SRL may apply for a maximum of 10 percent of the total funds requested in their grant application budget (Federal and non-Federal shares) for management costs to support the project and planning subapplications included as part of their grant application.

Subapplicants for PDM, FMA, RFC, or SRL may apply for a maximum of 5 percent of the total funds requested in a subapplication for management costs.

## General Requirements

All mitigation projects must be cost-effective, be both engineering and technically feasible, and meet Environmental Planning and Historic Preservation requirements in accordance with HMA Unified Guidance. In addition, all mitigation activities must adhere to all relevant statutes, regulations, and requirements including other applicable Federal, State, Indian Tribal, and local laws, implementing regulations, and Executive Orders.

# program information

## NFIP INFORMATION

In 1968, Congress created the National Flood Insurance Program (NFIP) to help provide a means for property owners to financially protect themselves. The NFIP offers flood insurance to homeowners, renters, and business owners if their community participates in the NFIP. Participating communities agree to adopt and enforce ordinances that meet or exceed FEMA requirements to reduce the risk of flooding.

Find out more about the NFIP and how it can help you protect yourself.

<http://www.floodsmart.gov>

## MITIGATION ELECTRONIC GRANTS SYSTEM

For PDM, FMA, RFC, and SRL, FEMA has developed a web-based, Electronic Grants (eGrants) management system to allow States, Federally-recognized Indian Tribal governments, territories, and local governments to apply for and manage their mitigation grant application processes electronically.

## National Flood Insurance Program (NFIP) Participation



### NFIP Participation Requirement

There are a number of ways that HMA eligibility is related to the NFIP.

- **Subapplicant eligibility:** All subapplicants for FMA, RFC, or SRL must currently be participating in the NFIP, and not withdrawn or suspended, to be eligible to apply for grant funds. Certain non-participating political subdivisions (i.e., regional flood control districts or county governments) may apply and act as subgrantee on behalf of the NFIP-participating community in areas where the political subdivision provides zoning and building code enforcement or planning and community development professional services for that community.
- **Project eligibility:** HMGP and PDM mitigation project subapplications for projects sited within a Special Flood Hazard Area (SFHA) are eligible only if the jurisdiction in which the project is located is participating in the NFIP. There is no NFIP participation requirement for HMGP and PDM planning subapplications or project subapplications located outside of the SFHA.
- **Property eligibility:** Properties included in a project subapplication for FMA, RFC, and SRL funding must be NFIP-insured at the time of the application submittal. Flood insurance must be maintained at least through completion of the mitigation activity.

## Mitigation Plan Requirement

All Applicants and subapplicants must have hazard mitigation plans meeting the requirements of 44 CFR Part 201.

## Application Process

Applications for HGMP are processed through the National Emergency Management Information System (NEMIS). Applicants use the Application Development Module of NEMIS, which enables each Applicant to create project applications and submit them to the appropriate FEMA Region in digital format for the relevant disaster.

Applications for PDM, FMA, RFC, and SRL are processed through the Electronic Grants (eGrants) system. The eGrants system encompasses the entire grant application process and provides the means to electronically create, review, and submit a grant application to FEMA via the Internet. Applicants and subapplicants can access eGrants at <https://portal.fema.gov>.

**eGrants**  
Electronic Grants System



# program information



## Application Deadline

The PDM, FMA, RFC, and SRL application period is from June 1, 2009, through December 4, 2009. Applicants must submit an FY10 grant application to FEMA through the eGrants system by December 4, 2009, at 3:00:00 p.m. Eastern Time.

The HMGP application deadline is 12 months after the date of the disaster declaration date and is not part of the annual application period.

Details can be found in the Unified HMA Guidance.

## FEMA Review and Selection

All subapplications will be reviewed for eligibility and completeness, cost-effectiveness, engineering feasibility and effectiveness, and for Environmental Planning and Historical Preservation compliance. Subapplications that do not pass these reviews will not be considered for funding.

FEMA will notify Applicants of the status of their subapplications and will work with Applicants on subapplications selected for further review.

## Contact Information

HMA Helpline: (866) 222-3580  
[hmagrantshelpline@dhs.gov](mailto:hmagrantshelpline@dhs.gov)

Contact information for FEMA Regional Offices is provided at:  
<http://www.fema.gov/about/contact/regions.shtml>

Contact information for each State Hazard Mitigation Officer (SHMO) is provided at:  
<http://www.fema.gov/about/contact/shmo.shtml>

### GovDelivery Notifications

Stay up to date on the HMA Grant Programs by subscribing to GovDelivery notifications.

Have email updates delivered to an email address or mobile device.

To learn more visit [www.fema.gov](http://www.fema.gov) or just click the icon below.

 Email Updates

Mitigation  
Works

## LOCAL HAZARD MITIGATION PLANS FIVE-YEAR UPDATES

### DUE 2009:

|                              |             |
|------------------------------|-------------|
| Adams County                 | October 13  |
| City of Darlington           | December 15 |
| City of Eau Claire           | April 22    |
| Village of North Fond du Lac | October 20  |

### DUE 2010

|                      |             |
|----------------------|-------------|
| Barron County        | November 28 |
| Burnett County       | January 14  |
| Clark County         | July 13     |
| Crawford County      | August 17   |
| Douglas County       | March 2     |
| Village of Elm Grove | May 3       |
| Fond du Lac County   | July 19     |
| Green County         | May 3       |
| Juneau County        | March 24    |
| Menominee Tribe      | August 30   |
| Oneida County        | March 24    |
| Racine County        | February 23 |
| Rock County          | May 3       |
| City of Sheboygan    | April 20    |
| City of Shell Lake   | January 4   |
| City of Superior     | January 4   |
| Trempealeau County   | August 17   |
| Dane County          | December 7  |
| Vernon County        | December 22 |
| Winnebago County     | March 2     |

### DUE 2011

|                      |              |
|----------------------|--------------|
| Baraboo, City of     | April 27     |
| Chippewa County      | January 19   |
| Kenosha County       | January 6    |
| Lincoln County       | May 16       |
| Marathon County      | May 16       |
| Milwaukee County     | April 27     |
| Milwaukee, City of   | June 16      |
| Pierce County        | July 7       |
| Polk County          | January 19   |
| Sauk County          | April 27     |
| Sun Prairie, City of | September 29 |
| Wood County          | October 17   |

**DUE 2012**

|                   |            |
|-------------------|------------|
| Bayfield County   | April 9    |
| Calumet County    | March 19   |
| Crandon, City of  | January 29 |
| Dodge County      | March 7    |
| Kewaunee County   | May 21     |
| Portage County    | May 8      |
| Eau Claire County | October 30 |
| Grant County      | October 31 |

**DUE 2013**

|                       |              |
|-----------------------|--------------|
| Florence County       | February 8   |
| Brown County          | February 28  |
| St. Croix Tribe       | February 28  |
| Lac du Flambeau Tribe | March 19     |
| Dunn County           | June 6       |
| Ho-Chunk Tribe        | June 26      |
| Jefferson County      | July 25      |
| La Crosse County      | August 28    |
| Iron County           | September 26 |
| Jackson County        | September 29 |
| Langlade County       | September 29 |
| Columbia County       | September 29 |
| Marquette County      | November 3   |
| Sheboygan County      | November 7   |
| St. Croix County      | November 13  |

**DUE 2014**

|                  |            |
|------------------|------------|
| UW River-Falls   | January 22 |
| Ozaukee County   | March 18   |
| Marinette County | April 3    |
| Forest County    | April 20   |